



# City of Greenwood

## Board of Public Works and Safety Application Kit

# Encroachment Request

---

### APPLICATION

---

A complete application and all required attachments and forms are to be submitted by the date shown on the Board of Public Works and Safety Application Schedule. At that time, Staff will review the application to determine whether the application is complete. If the application is not complete, it will be returned to the applicant with the identified deficiencies. Applications submitted or completed after the posted deadline date will be placed on the application cycle for the next regular meeting.

- ☐ **Completed Application Form.** You must include the nature of the issue, who will represent the issue at the meeting and contact information.
- ☐ **Letters from all Utility Companies.** You must obtain letters (on the appropriate letterhead) from all utility companies that service the location of the encroachment, stating their position in regard to the encroachment. Please find enclosed a listing of utility companies that service the Greenwood area. This list may or may not include all of the utilities in your area.
- ☐ **Letter from Greenwood Sanitation Department.** Please note that the City of Greenwood Sanitation Department is on the list of utility companies attached. Even though you are making your application to the City of Greenwood, a letter from that department, stating their position in regard to the encroachment, must be submitted.
- ☐ **Letter from Homeowner's Association.** You must obtain a letter from your Homeowner's Association, if applicable, stating their position in regard to the encroachment.
- ☐ **Drawing.** An accurate and scaled drawing, showing how the area will be encroached.
- ☐ **Submittal.** The application form, originals of all letters from the utility companies, including Greenwood Sanitation Department, the original signed letter from your Homeowner's Association, if applicable, and an accurate drawing must be submitted to Linda White at:

City of Greenwood  
Department of Community Development Services  
Engineering Division  
225 S Emerson Ave, Ste A  
Greenwood, In 46143

**PLEASE NOTE:** The Engineering Division will recommend against approval of the installation of any encroachment within the rear yard easement. However, the final decision is up to the Board of Public Works and Safety. The Engineering Division will consider, on a case by case basis, the installation of any encroachment in side yard easements.

CITY OF GREENWOOD  
DEPARTMENT OF COMMUNITY DEVELOPMENT SERVICES  
ENGINEERING DIVISION  
225 South Emerson Avenue, Suite A, Greenwood, IN 46143  
Phone: (317) 887-5230 \* Fax: (317) 865-8242  
E-Mail: [engineering@greenwood.in.gov](mailto:engineering@greenwood.in.gov)  
Website: [www.greenwood.in.gov](http://www.greenwood.in.gov)

## UTILITY COMPANIES AND HOMEOWNER'S ASSOCIATION

---

### Utility Letters

You must obtain a signed letter, on letterhead, from each utility which services the location of the encroachment, stating their position on the proposed project. The Board of Public Works and Safety requires that all letters submitted for application must be in their original form. Photo copies or fax copies will not be accepted.

The following list may or may not include all of the utilities which service the location of the encroachment. It is the applicant's responsibility to obtain letters from **ALL** servicing companies, regardless of whether they are on the list or not.

Company	Contact Person	Address	Phone, Fax, Web Site, Email
---------	----------------	---------	-----------------------------

#### CABLE TV

Comcast Cable Communications, Inc.	Steve McCarter	2450 S. Henderson Street Bloomington, IN 47401	(812) 360-3090 phone
------------------------------------	----------------	---------------------------------------------------	----------------------

#### ELECTRIC

Duke Energy Indiana, Inc.	Tim Padgett	2515 N Morton Street Franklin, IN 46131	(317) 736-2016 phone <a href="http://www.dukeenergy.com">www.dukeenergy.com</a>
Indianapolis Power & Light		One Monument Circle Indianapolis, IN 46204	<a href="http://www.iplpower.com">www.iplpower.com</a>
Johnson County REMC	L. Chester Aubin	750 International Drive Franklin, IN 46131	(317) 736-6174 phone (317) 736-8185 fax <a href="http://www.jcremc.com">www.jcremc.com</a>

#### GAS

Vectren Energy Delivery of Indiana	Jim Martin	600 Industrial Drive Franklin, IN 46131	(317) 736-2986 phone <a href="http://www.vectren.com">www.vectren.com</a>
------------------------------------	------------	--------------------------------------------	------------------------------------------------------------------------------

#### SANITARY SEWER

City of Greenwood Sanitation	Keith Meier	367 S Washington St. Greenwood, IN 46143	(317) 888-1254 phone (317) 887-5715 fax
------------------------------	-------------	---------------------------------------------	--------------------------------------------

#### TELEPHONE & INTERNET

AT&T-Indiana	Danny Parsons	420 7 <sup>th</sup> Street Columbus, IN 47201	(317) 252-5052 phone (317) 252-4274 phone (317) 257-1199 fax
Embarq	Larry Donathen	Route 5, Box 20 Franklin, IN 46131	(317) 736-5807 phone

#### WATER

Indiana American Water	Diana Mercer	555 E County Line Road Greenwood, IN 46143	(317) 881-0270 ext. 227 phone (317) 887-3054 fax <a href="http://www.indiana-american.com">www.indiana-american.com</a>
Town of Bargersville Utilities	Steve Welch	P O Box 420 Bargersville, IN 46106	(317) 422-5115 phone (317) 422-5117 fax

### Homeowner's Association Letter

You must obtain a signed letter from your homeowner's association, if one exists or is active, stating their position on the encroachment.

## MEETING AND APPLICATION SCHEDULE

---

### **Meeting**

Meetings of the Board of Public Works and Safety are generally held on Thursdays, two times a month, in the Common Council Chambers at the Greenwood City Building, 2 North Madison Avenue, Greenwood, Indiana, 46142. The first meeting of the month is usually held at 8:30 am and the second meeting is usually held at 6:00 pm.

When your request comes up on the agenda, you are asked to present your request to the Board. You may represent yourself or have a consultant or attorney to represent you. You may use any maps or graphics that will assist you in the presentation. If the members need additional information, they will ask questions regarding your request.

Upon conclusion of its public meeting, the Board will vote on your request. The Board may include conditions as part of its decision.

### **Application Schedule**

The following table depicts the deadlines for applications for the Board of Public Works and Safety. Deviations from this schedule are not permitted without approval from the Board.

<b>2010</b> <b>City of Greenwood</b> <b>Board of Public Works and Safety</b> <i>City Council Chambers at the Greenwood City Building</i> <i>2 N Madison Ave, Greenwood, IN 46142</i>		
<b>Application Submittal Deadline</b>	<b>Meeting Date</b>	<b>Meeting Time</b>
December 23	<b>January 7</b>	8:30 am
January 7	<b>January 21</b>	6:00 pm
January 21	<b>February 4</b>	8:30 am
February 4	<b>February 18</b>	6:00 pm
February 18	<b>March 4</b>	8:30 am
March 4	<b>March 18</b>	6:00 pm
March 25	<b>April 8</b>	8:30 am
April 8	<b>April 22</b>	6:00 pm
April 22	<b>May 6</b>	8:30 am
May 6	<b>May 20</b>	6:00 pm
May 27	<b>June 10</b>	8:30 am
June 10	<b>June 24</b>	6:00 pm
June 24	<b>July 8</b>	8:30 am
July 8	<b>July 22</b>	6:00 pm
July 22	<b>August 5</b>	8:30 am
August 5	<b>August 19</b>	6:00 pm
August 26	<b>September 9</b>	8:30 am
September 9	<b>September 23</b>	6:00 pm
September 23	<b>October 7</b>	8:30 am
October 7	<b>October 21</b>	6:00 pm
October 21	<b>November 4</b>	8:30 am
November 4	<b>November 18</b>	6:00 pm
November 25	<b>December 9</b>	8:30 am
December 7	<b>December 21</b>	6:00 pm



City of Greenwood  
Board of Public Works and Safety

# Encroachment Request

For Office Use Only	
Submittal Date	
Hearing Date	

## 1. Applicant Info

Name

Street Address

City, State, Zip

Phone

Cell Phone

Fax

E-Mail

## 2. Meeting Date You Wish to Attend

Date

## 3. Person(s) Who Will Attend Meeting

Name(s)

**If different than above, please complete the following:**

Street Address

City, State, Zip

Phone

Cell Phone

Fax

E-Mail

## 4. Nature of the Encroachment

Please describe the encroachment request, including what you are proposing to place in the easement, what kind of easement you will be encroaching on and the location of the encroachment.

## 5. Signature

The above information and attached exhibits, to my knowledge and belief, are true and correct.

Signature of Applicant

Date